

Memorandum

Date: **MAY 13 2010**

To: Sandra Youngen
Director
Division of Juvenile Facilities

Subject: **MANAGEMENT MEMORANDUM REGARDING DISABILITY ACCOMMODATIONS AND EFFECTIVE COMMUNICATION AT CENTRAL OFFICE**

The Office of Audits and Compliance (OAC), Compliance/Peer Review Branch (CPRB), in conjunction with the Juvenile Parole Board, conducted a review at Central Office regarding Disability Accommodations and Effective Communication as it relates to the L.H. Injunction. Fieldwork was conducted the week of January 25 through January 29, 2010. During the course of the review, the CPRB identified one concern outside the scope of the review.

This memorandum includes the corrective action plan (CAP), which was received on April 28, 2010, to correct the cited deficiencies and concerns. The CAP sufficiently addressed the correction of cited deficiencies and this report concludes the OAC's involvement at this point, until the next compliance review.

The CPRB identified the following:

Finding 1: Facility staff did not complete Sections I and II of the Request for Accommodations and Assistance form (DJJ 3.260).

The CPRB reviewed 12 youth Parole Revocation packets and Juvenile Revocation Scheduling and Tracking System records. Of the 12 records reviewed, one did not have Sections I and II completed on the DJJ 3.260.

Recommendations:

Conduct staff training on the proper procedure and requirements for completing the DJJ 3.260 for custody staff who serve the notice of rights to parole violators in DJJ facilities.

Criteria:

Disability Accommodations and Effective Communication (CN-418), dated September 15, 2009, page 16, Section III, C8, states: "Upon completion of Section I through Section III of the Request for Accommodations and Assistance form (DJJ 3.260), one copy shall be provided to the parole violator after the end of his face-to-face review."

Please provide your corrective action plan within 30 days from the date of this memorandum. If you should have any questions, please contact Eric Fransham, Parole Agent III, OAC, at (916) 255-2747.



RICHARD C. KRUPP, Ph.D.
Assistant Secretary
Office of Audits and Compliance

cc: Bernard Warner, Division of Juvenile Justice
Alicia Ginn, Division of Juvenile Facilities
Michael K. Brady, Division of Juvenile Justice
Dorene Nylund, Division of Juvenile Justice
Sandi Becker, Division of Juvenile Justice
Charles Supple, Board of Parole Hearings
Doug Ugarkovich, Division of Juvenile Justice
John Blackwell, Division of Juvenile Justice
Ron Keeler, Division of Juvenile Parole Operations
Cynthia Chen, Office of Legal Affairs
Eric Fransham, OAC

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Review of Disability Accommodations and Effective Communication

CORRECTIVE ACTION PLAN

January 25 through 29, 2010

Finding 1 : Facility staff did not complete Sections I and II of the Request for Accommodations and Assistance form (DJJ 3.260).

The Office of Audits and Compliance recommends that the Division of Juvenile Facilities(DJF) take the following actions:							
CPRB Item	Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP * (To be completed by CPRB)
1.1		Conduct staff training on the proper procedure and requirements for completing the DJJ 3.260 for custody staff who serve the notice of rights to parole violators in DJJ facilities.	Program Administrator Headquarters LH Lison	Conduct staff training on the proper procedure and requirements for completing the DJJ. 3.260 for custody staff who serve the notice of rights to parole violators in DJJ facilities.	03/24/10	Complete	Training Curriculum Training Roster